Radiation Board
COLLECTION OF PERSONAL DATA

INTRODUCTION

1. This document briefly describes your rights and the means to request access to and correction of your personal data held by the Radiation Board.

PURPOSE

2. The Radiation Board uses the personal data provided by the clients for the processing of licences and permits prescribed by the Radiation Ordinance, Cap 303 (the Ordinance) and other related activities. The provision of personal data is obligatory under the Ordinance. The personal data provided will be used by us for the below listed purposes. If the necessary information are lacking, we may not be able to provide the required services.

(a) Proof of eligibility;
(b) Processing of applications/permits;
(c) Assessment of fitness for employment in radiation work;
(d) Compilation of statistics and processing complaints or enquiries;
(e) Preparation of general demand note;
(f) Collection of licence fees or service charges;
(g) Enforcement of the regulatory requirements of the Ordinance; and
(h) Information on licences, including licence number, name of licensee, purpose of the licence and address of licensed premises, will be made available on the Electronic Radiation Licensing and Services website (http://www.erls.gov.hk) for public verification of the validity of a licence

HANDLING OF PERSONAL DATA

3. The personal data you provide are mainly used by us for the above purposes but they may also be disclosed to other Government bureaux/departments or relevant parties for the purposes mentioned in paragraph 2 above, if required. Besides, the data may only be disclosed to parties where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

ACCESS TO PERSONAL DATA

4. In accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, (Chapter 486 of the Laws of Hong Kong), you have the right to request access to and correction of the personal data supplied in your application.

ENQUIRIES

5. Enquiries concerning the personal data provided, including the access and corrections, should be addressed to:

Executive Officer (RHD) / Senior Clerical Officer (RHD)
Radiation Board Licensing Office
3/F Sai Wan Ho Health Centre,
28 Tai Hong Street, Hong Kong
Fax: 2834 1224
e-mail Address: enquiry@erls.gov.hk

輻 射 管 理 局
個 人 資 料 收 集 用 途 聲 明

引言

1. 本文件告訴你有關查閱及修改你存記於輻射管理局的個人資料及其辦法。

收集個人資料的目的

2. 輻射管理局收集個人資料，是為處理《輻射條例（第 303 章）》下提出的牌照或許可證申請及進行其他有關工作。根據輻射條例，提供個人資料是強制的。我們收集的個人資料有以下用途，如果所需的資料不完備，我們可能無法為你提供有關的服務：

(a). 核實資格;
(b). 處理牌照/許可證的申請;
(c). 評定是否適合擔任輻射工作;
(d). 收集統計資料及處理投訴及查詢;
(e). 處理一般繳款單;
(f). 收取牌照和相關服務費用; 以及
(g). 執行輻射條例第 303 章的法例要求
(h). 牌照資料，包括 牌照號碼、持牌人的名稱、牌照用途及持牌處所的地址，將在電子輻射牌照及服務網站(http://www.erls.gov.hk)上提供，讓公眾核實牌照的有效性。

處理個人資料

3. 你所提供的個人資料，主要作為上述第 2 段所列出的用途，但亦可能在有需要時就上述第 2 段有關的用途向其他政府部門及有關人士披露。屆時有關披露將會是基於你的個人意願或按照個人資料(私隱)條例所允許的情況下進行。

查閱個人資料

4. 根據個人資料(私隱)條例(香港法例第 486 章)第(18)及(22)條及附表 1 第 6 原則，你有權查閱及更改申請書內所提交的個人資料。

查詢

5. 有關個人資料（包括查閱及更改資料）的查詢，請送交：

輻射管理局牌照事務處
香港西灣河太康街28 號
西灣河健康中心3 樓
行政主任(放射衞生科) / 高級文書主任(放射衞生科)
傳真：2834 1224
電郵地址：enquiry@erls.gov.hk

輻照儀器牌照編號
Irradiating Apparatus Licence No. : _____

輻 射 條 例 (第 303 章)
RADIATION ORDINANCE (CAP 303)
新申領 / 續領 使用輻照儀器牌照作照射人體用途
First Application / Renewal for a Licence to Use an Irradiating Apparatus
for Purposes of Exposure of the Human Body

請參閱背頁的「申請須知」後，填寫本表格適用部分。並在適當地方加上☑。
Please refer to the "Notes for Applicants" on Page 2, tick☑ as appropriate and complete the appropriate sections.

申請項目 Purpose of Application

☐ 新申領使用輻照儀器牌照 New application for a licence to use irradiating apparatus.

☐ 續牌 Renewal of licence

牌照有效期至 The licence is valid until ____ / ____ / ____
日 D 月 M 年 Y

Please provide your email address when applying for licence renewal to receive information relating to the licensing matters. If you do not provide the email address below, your email address provided (if any) during last application will be removed.
If the Authorized Person have an activated electronic account in our Electronic Radiation Licensing and Services System (ERLS), you are required to provide an email address of Authorized Person to maintain the account. Otherwise, the electronic account without email address provided will be ceased.
請在申請續領牌照時提供你的電郵地址以接收有關牌照事宜的信息。如果你未在以下位置提供電郵地址，則你於上次申請時提供的電郵地址(如果有)將會被移除。
如果獲授權人士在我們的電子輻射牌照及服務系統(ERLS)中持有已啟動的電子帳戶，則需提供獲授權人士的電郵地址以保留該帳戶。否則，沒有提供電郵地址的電子帳戶將被終止。

獲授權人士電郵 E-Mail of Authorized Person in relation to this application: _____

聯絡人電郵 E-Mail of Contact Person: _____

聯絡人姓名 Name of Contact Person: _____

Please select (1) or (2) as appropriate and continue
請選擇適用選項（1）或（2）並繼續

(1) ☐ 申請人其他資料、僱用狀況等均沒有變更，與原來申報資料相同。(請到 C 部繼續填寫)
There are no changes on the other particulars of the applicant and the employment status. They are the same as those stated in the last application. (Please continue from Section C)

(2) ☐ 申請人資料、僱用狀況等有變更，與原來申報資料不相同。(請填寫變更資料於表格內)
There are changes in the particulars of the applicant and / or the employment status. They are not the same as those stated in the last application. (Please state the changes in the form)

A. 申請人資料 Particulars of the applicant

稱謂 Title ☐ 醫生 Dr ☐ 博士 Dr ☐ 先生 Mr ☐ 女士 Mrs ☐ 女士 Ms ☐ 小姐 Miss

姓名 Name _____
姓 Surname 名 Given name

身分證 / 證明文件編號 Identity Card / Document No. _____ 電郵 E-Mail _____

專業登記證編號 Professional registration No. _____

☐ 牙醫 Dentist ☐ 醫生 Doctor ☐ 放射技師 Radiographer :
☐ 牙醫(臨時註冊) Dentist (Provisional Registration)
☐ 牙科衞生員 Dental Hygienist
☐ 診斷類名冊第一部分 Diagnostic Part I ☐ 治療類名冊第一部分 Therapeutic Part I
☐ 診斷類名冊第二部分 Diagnostic Part II
☐ 診斷類名冊第三部分 Diagnostic Part III

通訊地址* Correspondence address* _____

*有關地址將列印於牌照上 *The address will be printed on the licence

稱謂 Title ☐ 醫生 Dr ☐ 博士 Dr ☐ 先生 Mr ☐ 女士 Mrs ☐ 女士 Ms ☐ 小姐 Miss

聯絡人姓名 Name of Contact Person : _____
姓 Surname 名 Given name

電郵 E-Mail: _____ 電話號碼 Tel No.: _____

傳真號碼 Fax No.: _____ 手機號碼 Mobile No.: _____

只供輻射管理局填寫 FOR OFFICIAL USE ONLY 收件日期 Date received _____

申請資料不足，欠缺 Application incomplete due to lacking of _____

輻射管理局 牌照服務
Radiation Board Licensing Service

B. 僱用狀況(如適用) Employment status (if applicable)

自僱 / 待僱 Self-employed / Unemployed ☐ 是 Yes ☐ 否 No

僱主姓名 Name of employer _____

僱主地址 Address of employer _____

傳真號碼 Fax No.: _____ 電話號碼 Tel No.: _____

C. 聲明 Declaration

現聲明盡本人所知，本申請所載資料均真確無誤。
I declare that to the best of my knowledge the information in this application is true and accurate.

_____ _____
申請人簽名 Signature 日期 Date

_____ _____
姓名（請用正楷書寫）Name (in block letters) 身分證 / 證明文件編號
Identity Card / Document No.

申請須知 Notes for Applicants

1. 遞交申請書 Submission of application

填妥的申請表格須送回 :
This application should be submitted to:

香港西灣河太康街 28 號西灣河健康中心 3 字樓
輻射管理局牌照事務處
電話 : 2886 1551
傳真 : 2834 1224
電郵 : ia@erls.gov.hk
網域 : https://www.erls.gov.hk

Radiation Board Licensing Office
3/F., Sai Wan Ho Health Centre
28 Tai Hong Street, Sai Wan Ho, Hong Kong
Tel. : 2886 1551
Fax : 2834 1224
E-mail : ia@erls.gov.hk
Domain : https://www.erls.gov.hk

申請費用為$160。當輻射管理局收到有關申請後，會向申請人發出一般繳款單，申請人請依照一般繳款單內所列的繳款辦法繳付所需費用。
假如申請最終被否決，已繳交的款項將盡快全數退還。
The application fee is $160. After receiving the application, the Radiation Board will issue a General Demand Note to the applicant. The applicant could make payment according to the payment instructions stated in the General Demand Note.
Should the application be unsuccessful, the paid amount will be refunded to the applicant as soon as possible.

2. 按情況需要連同申請書一併遞交的文件 Documents to be submitted with the application (where applicable)

(a) 首次申領牌照 For first application
(i) 表格 DH1271(S)《輻照儀器申請表》
Form DH1271(S) "Application for Irradiating Apparatus"
(ii) 申請人的身分證 / 證明文件副本
Copy of your Identity Card / Document of the applicant
(iii) 45 x 60(毫米)近照兩張；和
2 recent photographs of size 45 x 60(mm); and
(iv) 申請人的有效專業執業證明書副本。
Copy of your current professional practising certificate.

(b) 續領牌照 For renewal of licence
申請人的 45 x 60(毫米)近照兩張。
2 recent photographs of size 45 x 60(mm).

3. 表格中所列的所有有關牌照必須於呈交本申請書時仍為有效。有關牌照持有人請於牌照屆滿前八個星期把填妥之申請書及所需文件交到輻射管理局。否則，本局有可能在牌照屆滿前未能完成處理有關牌照的續牌申請。逾期使用輻照儀器乃違反輻射條例第 7(1)條的罪行，一經定罪，可處第5級罰款及監禁 2 年。
Any current licence mentioned in this application must remain valid on the date of submission of this application. The Licensee shall submit the duly completed application form together with the required documents to the Radiation Board 8 weeks before expiry of the licence. Otherwise, the Board may not be able to complete processing of the licence renewal application before its expiry. Using an irradiating apparatus without a valid licence is an offence to section 7(1) of the Radiation Ordinance, and shall be liable to a fine at level 5 and to imprisonment for 2 years.

輻射管理局 牌照服務
Radiation Board Licensing Service